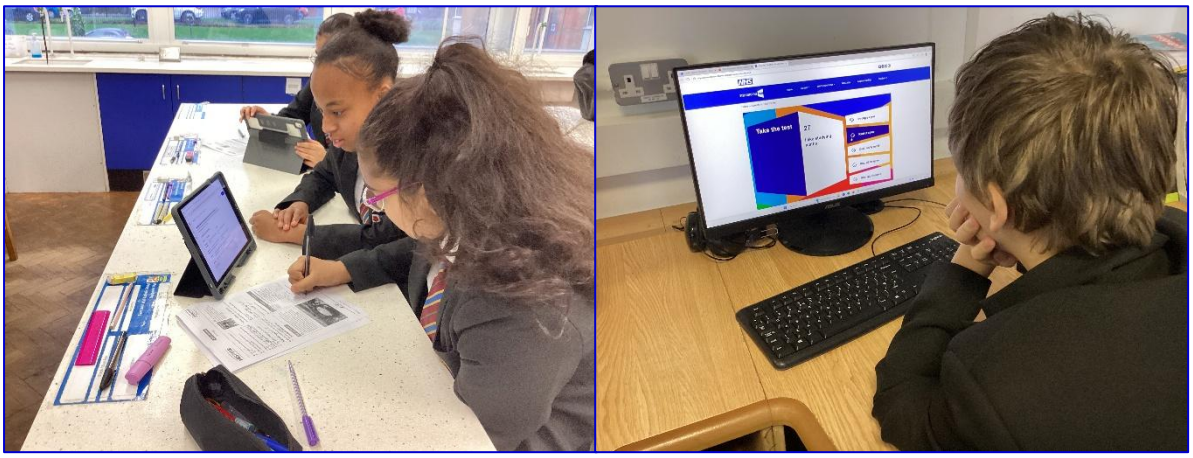
Saint John Wall Catholic School

A Catholic School For All

Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



Examinations use of Word Processor Policy JCQ7

"There are different kinds of gifts, but the same Spirit distributes them. "
1 Corinthians 12:4

Purpose of the policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

Principles for using a word processor

Saint John Wall Catholic School complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate

- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question

- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis

- The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate

- Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments

- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
  - in the classroom (where appropriate) ; or
  - working in small groups for reading and/or writing; or
  - literacy support lessons; or
  - literacy intervention strategies; and/or
  - in internal school tests/examinations
  - mock examinations

The only exceptions to the above would be a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

Centre specific processes

The SEND Coordinator will identify candidates that would need/benefit from this arrangement and also identify which subjects it applies to.

The use of a word processor

Saint John Wall Catholic School complies with AA chapter 5 *Access arrangements available* as follows:

Provides

- a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand)
  (The above also extends to the use of electronic braillers and tablets)
- Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen
- In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

Centre specific processes

- Candidates identified by the SENDCO with collaborating evidence will be provided with a suitable word processor for examinations
- The Centre does not allow that the use of a word processor cannot be granted just because a candidate prefers to use one without evidence of need

Word processors and their programmes

Saint John Wall Catholic School complies with ICE 14.20 *Word processors* instructions by ensuring:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable

- word processors have been cleared of any previously stored data, as must any portable storage medium used
- an unauthorised memory stick is not permitted for use by a candidate
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word processor is accommodated separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Laptops and tablets

Saint John Wall Catholic School further complies with ICE 14.20 instructions by ensuring:

- tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'
- the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination or plugged into the main power supply.
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also

supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way

- candidates are instructed to appropriately number each page
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- where it is possible 'autosave' is set up on each laptop/tablet
- candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own and sign each sheet,

Accommodating word processors in examinations

Candidates using word processors (including laptops or tablets) are internally accommodated in the following manner:

- A laptop is provided in separate accommodation if possible logistically

Invigilation arrangements relating to the use of word processors include the following:

- A separate invigilator may be provided

Other arrangements relating to the use of word processors include:

- Use of specialist software (examwrite) to record and print candidate's responses
- A Portable storage medium provided to transfer electronic scripts to Examinations office for printing.

Appendix 1

The criteria Saint John Wall Catholic School uses to award and allocate word processors for examinations

Use of a Word Processor in Examinations

Students using a word processor in examinations fall into one of two categories:

Category One

Students in this category have been assessed by an access arrangements assessor approved by the Head of Centre who has successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment. These students will have qualified to use a word processor through meeting the published criteria for a scribe and will have a completed Form 8 and approved application on file at the centre. These students are authorised to have the spelling and grammar check facility switched on.

Category Two

Students in this category use a word processor as their normal way of working in their lessons and to complete homework, tests, coursework and assessments. These students are issued with a laptop by the centre for this use. Possible examples of when a laptop may become normal working practice for a candidate include:

- Illegible or messy writing that is improved when using a word processor.
- If a student's hand-written work is littered with crossings out or with omitted words which are improved through the use of a word processor as the student can now correct text and sequence their answers.

Students using a word processor in either category will have a separate login for when they are completing external examinations. This login prevents them from accessing anything other than suitable documents agreed with the Exams Officer in the examination and this is monitored closely by the Examination Officer and the Invigilation Team.

Students are referred to the SENDCo by staff if they feel that use of a word processor is needed. The SENDCo then assesses whether the candidate will fall into category one or two, depending on the difficulties that student is having.

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the IT department in liaison with the SENDCo and the exams officer.

This policy is reviewed annually to ensure compliance with current regulations

Ratified by Governors: 12/10/2026
Next Review Due: 12/10/2027
(This policy will remain in force beyond the review date if no updates are required)